

YOUTH SERVICES POLICY

Title: Safety Plan Next Annual Review Date: <div style="text-align: right;">04/09/2013</div>	Type: A. Administrative Sub Type: 7. Maintenance and Physical Plant Number: A.7.1
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References: La. R.S. 39:1543 and 1544; ACA Standards 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01, 2-CO-3C-01, 2-CO-4D-01 (Administration of Correctional Agencies), 4-JCF-1A-01, 4-JCF-1B-01, 4-JCF-1B-02, 4-JCF-1B-03, 4-JCF-4C-48 (Performance-Based Standards For Juvenile Correctional Facilities); YS Policies A.1.7 "Risk Management" and C.5.3 "Quality Assurance Reviews - Central Office Audits, Secure Facilities and Regional Offices"; the Office of Risk Management's Loss Prevention Manual	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 04/09/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La.R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy regarding Youth Services' (YS) Safety Plan and compliance with (or plans to comply with) the State Fire Marshal, Department of Health and Hospitals, Office of Risk Management, Department of Natural Resources or any other similar regulatory agency reports.

III. APPLICABILITY:

All Youth Services employees. Each Unit Head shall ensure that procedures are in place to comply with the provisions of this policy.

IV. DEFINITION:

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that all units of YS provide for the occupational safety of staff and youth. Each unit shall implement a written operational safety plan that meets all mandates of the Office of Risk Management's Loss Prevention Manual and all requirements of the State Fire Marshal, or any other similar regulatory agency, and ACA Standards relating to safety.

Additionally, if deficiencies are cited in any Fire Marshal, Department of Health and Hospitals, Office of Risk Management, Department of Natural Resources, or any other similar regulatory agency report, one of the following must occur:

1. compliance must be achieved within allowable time;
2. an acceptable "plan of action" must be developed;
3. a request must be made for an additional time allowance to develop an acceptable "plan of action"; or
4. an appeal must be submitted by the date indicated on the report and a copy forwarded to the Deputy Secretary's office.

VI. PROCEDURES:

- A. Each Unit Head shall maintain the unit's safety program and shall have complete responsibility for safety and loss prevention at the unit.
- B. Each Unit Head shall appoint a Safety Officer who shall have primary responsibility for coordinating the unit safety program.
- C. The Safety Officer shall ensure fire, safety and sanitation inspections are conducted by appropriately trained personnel. The Safety Officer's responsibilities shall also include a monthly inspection of all machinery, equipment, and tools to ensure they operate properly. The inspection shall include and document the dates of the reporting period, the specific areas inspected and the results of each inspection, including any findings and corrective action taken.
- D. Each unit's safety plan shall be reviewed annually and updated as needed.
- E. Copies of each safety plan shall be available to staff for their review.

VII. TRAINING:

Each Unit Head shall ensure that all current employees receive training relative to the contents of the safety plan and all new employees receive this training either during orientation, during in-service training or other designated time. Each unit's safety plan is to be part of the annual in-service training curriculums.

New Hires shall receive a copy of the unit's safety plan during training and documentation shall include employee's signatures acknowledging receipt of the safety plan.

VIII. AUDITS:

- A. Comprehensive audits are conducted annually by staff from the Office of Risk Management in conjunction with the State's Loss Prevention Program. Topics audited include the following:
1. General Safety Program;
 2. Driver Safety;
 3. Equipment Management;
 4. Bonds, Crime, and Property Control;
 5. Any other program developed by the Loss Prevention Unit of the Office of Risk Management for the prevention of and/or reduction in events that may cause injury, illness, property damage, or any other damage/loss.

At the conclusion of any formal inspection by any regulatory agency, the Unit Head shall ensure that an exit interview is conducted. Each exit interview must include the Unit Head or designee.

- B. YS Central Office audits are conducted in accordance with YS Policy No. C.5.3.

Previous Regulation/Policy Number: A.7.1
Previous Effective Date: 10/08/2010
Attachments/References: N/A